March Revision

① Summary

Theme 3

Lesson 7

Using Sources for Research:

1 Online Libraries:

- They sometimes include dictionaries, thesauruses, and encyclopedias.

Examples of Online Libraries

- Alexandria Library
- EKB

- They have secure and verified information.
- Creative Commons Search:
  - It offers copyright-free information.
  - Not all Creative Commons sources are verified or accurate, so be careful.

2 Online Maps:

- They can provide clear, accurate, and updated directions, such as Google Maps.

3 Online Museums:

- They allow you to view museums digitally, and they also include information about each museum.

4 Specialized Search Engines:

- General search engines may lead you to unreliable pages or, even worse, unsafe pages.
- Specialized search engines, such as Google or Bing, are very useful.

5 A Website's Meta Information:

- It includes information about the site and what it contains.
- It is displayed below the search results.
- At the bottom of websites, there is usually information such as a copyright notice, logo, contact information, and social media icons.



Lesson 8



❶ Synchronous Communication:

- It is a real-time communication.

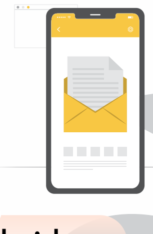
Synchronous Communication Tools

- Video chats
- Live TV shows
- Instant chat rooms

» Synchronous communication is useful when:

1- You are writing about a lighthearted, everyday matter.
2- When communicating with friends or family.
3- When you need an immediate or quick response.

❷ Asynchronous Communication:



- It doesn't occur in real-time.
- It doesn't require an instant response.

Asynchronous Communication Tools

- Email
- Voice messages
- Text messages
- Recorded videos

» Asynchronous communication is useful when:

1- You are writing about serious or complicated matters.
2- When communicating with someone you don't know well.
3- When communicating with someone in authority.
4- When you don't need an answer right away (immediate answer).

» Effective Communication Tips:

1- Be polite 2- Be patient 3- Be helpful 4- Be clear

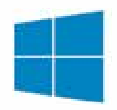
Theme 4

Lesson 2

» Most software programs are downloaded from the internet, such as Microsoft Office and Google Chrome.

» To install a program on a Windows PC, download the program online, click the file in the Downloads folder, and then follow the instructions to complete the installation.

- To install an app on Android, find the app on Google Play Store, then click Install.
- Updates help programs run more efficiently.
- Many programs install the necessary updates automatically.
- Some major updates require a restart.
- Update in Windows:



Start button → Settings → Update and Security → Windows Update

- Update in Android: System → System Update
- To solve screen the freezing problem:
  - In Windows, press Ctrl + Alt + Del.
  - In Android, press the power button for 30 seconds and restart.

Binary Numbers System

- Computers use binary for efficient data storage.
- Binary numbers are a language understood by computers.
- The binary system uses 1 and 0 (1 is on, and 0 is off).

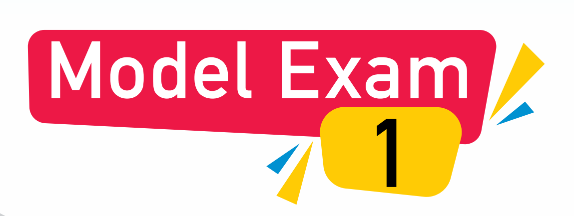
Lesson 4

- Before starting your project, discuss it in groups:

  1. The final product
  2. The tools needed
  3. Assigning roles

- Microsoft Word is an efficient program to use when working on projects.
- You can set up a Word document to be edited by numerous users in different locations.
- Microsoft Paint can be used to save the images you create and insert them into your document.
- Use the email to send your work to other group members or to your teacher.





ملحوظة:
تم وضع (★)
بجانب أسئلة
الدروس للإطلاع
فقط.

1 Choose the correct answer:

1. ★ Thermostats are used in refrigerators to measure the ....
   a. intensity   b. humidity   c. energy   d. temperature

2. .... is an example of synchronous communication.
   a. Paint   b. EKB   c. Video chat   d. Email

3. Be sure to use appropriate .... when searching using search engines.
   a. maps   b. keywords   c. encyclopedias   d. directions

4. ★ .... are like light switches; they allow only two states, "on and off".
   a. Systems   b. Computers   c. Numbers   d. None of them

5. You can save the images you create and insert them into your document using ....
   a. an interview   b. the email   c. Paint   d. Facebook

6. To run the programs more efficiently, they must be ....
   a. uploaded   b. updated   c. deleted   d. all of them

7. .... communication doesn’t occur in real time and doesn’t require an instant response.
   a. Simultaneous   b. Synchronous   c. Asynchronous   d. Real-time

8. You must be .... at any time you communicate.
   a. patient   b. clear   c. polite   d. all of them

2 Put (✓) or (✗):

1. In synchronous communication, everyone interacts and receives information at the same time. ( )
2. If someone needs help communicating online, don't share what you know. ( )
3. ★ The Raspberry Pi can be programmed to read sensors and record data. ( )
4. You can't attach a document to your email. ( )
5. ★ The binary numbers system doesn't enable the computer to store data. ( )
6. Voice and text messages and recorded videos are examples of synchronous communication. ( )
7. All online information is trusted. ( )



1 Choose the correct answer:

1. ★ The .... system is called the base-ten system.
   a. binary b. decimal c. octal d. primary
2. Your group can edit the same Word document from anywhere by setting up ....
   a. online shopping b. online editing c. online search d. online lessons
3. ★ .... is/are used to monitor how much energy the refrigerators and air conditioners use throughout the day.
   a. Sensors b. A thermostat c. Debris d. Coal

4 .... provide(s) clear and accurate directions to the required places.

a. Facebook b. YouTube c. Google Maps d. EKB

5 .... communication is a real-time communication between people.

a. Synchronous b. Asynchronous c. Voice message d. Email

6 If you download a software program, you can find the program in the .... folder.

a. Installed b. Favorites c. Pictures d. Downloads

7 To send your work to other group members or to your teachers, use ....

a. Microsoft Word b. Paint c. the email d. Excel

8 You can use the "Alt + Ctrl + Del" buttons to solve the problem of the screen freezing on .... devices.

a. Windows b. Android c. iPhone d. Linux

2 Put (✓) or (✗):

1 ★ Wind energy is extracted from coal, natural gas, and oil. ( )

2 ★ The decimal system is a numbering system that has a base number of 2. ( )

3 Be sure to answer any questions the group members may have. ( )

4 All software updates require a restart. ( )

5 The binary system is an example of a software program that can be downloaded. ( )

6 Websites do not contain meta information. ( )

7 Video chats and live TV shows are examples of asynchronous communication. ( )

Model Exam 3

1 Choose the correct answer:

1. To solve the problem of the screen freezing, you can use the .... buttons.
   a. Alt+Tab+Del b. Alt+Ctrl+Del c. Alt+Ctrl+Tab d. none of them
2. A Creative Commons search is a resource to find .... materials.
   a. copyright-free b. protected c. digital d. offline
3. The meta information of the sites is placed .... each link.
   a. above b. below c. opposite to d. next to
4. ★ The .... system is called the base-two system.
   a. binary b. decimal c. octal d. primary
5. .... communication is useful when you are writing about everyday matter to family and you need an immediate response.
   a. Synchronous b. Asynchronous c. Text message d. Email
6. The binary system uses the value(s) .... to express the binary numbers system.
   a. 0 b. 1 c. a and b d. none of them
7. ★ To learn computer programming, you can use ....
   a. the TV b. sensors c. the radio d. Raspberry Pi
8. Paint program is used to .... images.
   a. create b. edit c. delete d. a and b

2 Put (✓) or (✗):

1. ★ The decimal system is called the base-two system. ( )
2. You can use the email to save the images you create and insert them into your document. ( )

3. You can install the updates for programs manually only. ( )
4. Asynchronous communication is a real-time communication between people. ( )
5. ★ Sensors are devices used to measure the temperature. ( )
6. The screen freezing is one of the most common problems when using a PC only. ( )
7. Specialized search engines, such as Firefox, are very useful for looking for information online. ( )

Model Exam 4

1 Choose the correct answer:

1. ★ A .... is a switch that measures the temperature in air conditioners and refrigerators.
   a. power grid b. thermostat c. serpentine d. power bank
2. To solve the problem of the screen freezing on Android devices, hold down the power button for 30 ....
   a. hours b. minutes c. seconds d. a and b
3. Most software programs, like ...., are downloaded from the internet.
   a. MS Office b. Bing c. a and b d. none of them
4. ★ .... is a device that sends back information to the computer.
   a. A thermostat b. A sensor c. Raspberry Pi d. A switch
5. In online communication, you should be ....
   a. impolite b. unclear c. helpful d. a bully
6. .... allows you to read more about the site before clicking on the link.
   a. Online libraries b. Meta information c. ADL d. About link

7 It's recommended to download the software from .... sources.
a. unreliable b. untrusted c. reliable d. unknown

8 The software should be .... regularly to help it work efficiently.
a. uploaded b. updated c. deleted d. downloaded

2 Put (✓) or (✗):

1 It is not available to edit a Word document online. ( )

2 Press the "Alt + Ctrl + Del" buttons to solve the problem of the screen freezing on Android devices. ( )

3 There is just one type of communication. ( )

4 ★ Fossil fuels are one of the renewable energy sources. ( )

5 To display a street or an area map, you can check online maps. ( )

6 ★ Computers understand the information represented by "on and off". ( )

7 Before you start a project, assign roles to your team. ( )

Model Exam 5

1 Choose the correct answer:

1 ★ The binary numbers system is used to send, receive, and store information on digital electronic devices such as ....
a. computers b. phones c. laptops d. all the previous

2 .... are reference sites that allow you to view museums digitally.
a. Online libraries b. Online meetings
c. Online museums d. Online maps

3 .... are examples of synchronous communication.

a. Encyclopedias b. Emails c. Live TV shows d. b and c

4 We can use specialized search engines, such as ....

a. Bing b. Google Chrome c. Firefox d. a and b

5 In the computer binary system, the value "1" means ....

a. on b. off c. stop d. skip

6 .... is/are (a) tool(s) you may need for a group project.

a. Microsoft Word b. Microsoft Paint c. Emails d. all the previous

7 A website's .... tells you keywords and information about the site and what it contains.

a. EKB b. ADL c. ISP d. meta information

8 When sending an email, you can include .... in your message.

a. your ideas b. a document or an image

c. a and b d. none of them

2 Put (✓) or (✗):

1 Microsoft Word is one of the Microsoft Office 365 programs. ( )

2 Before starting your project, discuss the tools you need. ( )

3 You can use "Task Manager" to shut down non-responding programs. ( )

4 General search engines can only lead to reliable pages. ( )

5 It's recommended to use the content of online sources without making sure it's reliable. ( )

6 ★ Egypt has a system for using water efficiently to increase agricultural areas. ( )

7 Assigning roles to the group members is crucial when starting a project. ( )

Answers

Model Exam 1

1

1 d	2 c	3 b	4 b
5 c	6 b	7 c	8 d

2

1 ✓	2 ✗	3 ✓	4 ✗
5 ✗	6 ✗	7 ✗	

Model Exam 2

1

1 b	2 b	3 a	4 c
5 a	6 d	7 c	8 a

2

1 ✗	2 ✗	3 ✓	4 ✗
5 ✗	6 ✗	7 ✗	

Model Exam 3

1

1 b	2 a	3 b	4 a
5 a	6 c	7 d	8 d

2

1 ✗	2 ✗	3 ✗	4 ✗
5 ✗	6 ✗	7 ✗	

Model Exam 4

1

1 a	2 c	3 a	4 b
5 c	6 b	7 c	8 b

2

1 ✗	2 ✗	3 ✗	4 ✗
5 ✓	6 ✓	7 ✓	

Model Exam 5

1

1 d	2 c	3 c	4 a
5 a	6 d	7 d	8 c

2

1 ✓	2 ✓	3 ✓	4 ✗
5 ✗	6 ✓	7 ✓	

2 March Test

1 Choose the correct answer from a, b, c or d.

1. .... help programs to run more efficiently.
   a. Install b. Updates c. Remove d. None of them
2. You can use .... to send your work to other group members or to your teacher.
   a. Paint program b. YouTube c. E-mail d. Excel
3. .... is an efficient program to use when working on projects and it's used for writing and formatting texts.
   a. Microsoft Word b. Microsoft Excel
   c. Microsoft PowerPoint d. Microsoft Paint
4. .... are one example of how you can classify and provide a visual representation of data.
   a. PowerPoint slide b. Word report c. Excel graphs d. None of them
5. For collecting data, you can use ....
   a. Excel b. Word c. pen and paper d. all of them
6. From the advantages of ...., the content suitable for all age, safe and accurate sources.
   a. EKB b. ADL c. school E-library d. none of them
7. .... is the web browser that comes with Microsoft Windows
   a. Microsoft Edge b. Mozilla Firefox
   c. Google Chrome d. Opera Browser
8. When using online sources, be sure that they are ....
   a. accurate b. difficult to understand
   c. inaccurate d. unreliable

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. When the screen freezes in Android device: Hold down the power button for 30 seconds and restart. ( )
2. You cannot setup a Word document to be edited by numerous users. ( )
3. Before starting your project, it's important to make a list of things needed to delivered the project on time. ( )
4. Microsoft Paint is used for writing and formatting text. ( )
5. Excel program is used to collect numerical data and perform the needed mathematical calculations. ( )
6. Icons can be clicked to reach other sections or webpages. ( )
7. All sources posted there are verified and accurate. ( )

Lesson 07 How to choose online sources





1 - Online Libraries

- They are helpful for searching different media, such as images or videos.

-Online libraries sometimes include:

1- Dictionaries 2- Thesauruses 3- Encyclopedias

➢ But these are on separate sites.

- **Online libraries (secure, verified) such as:**
  1- The Alexandria Library 2- EKB



- **A Creative Commons search:** is a resource to find copyright-free information.

- But you must be aware of what you find because not all sources are verified
or accurate.



2- Online Maps

➢ These can provide clear and accurate directions to the required places such as Google Maps.

➢ Google Maps are considered accurate and are regularly updated.



3- Online Museum

-They are wonderful reference sites that allow you to view museums digitally.

- They generally include information about each museum.

4- Specialized search engines

- Specialized search engines are very useful such as Google and Bing.
Try to use appropriate keywords in your search, otherwise some results might not be relevant.
General search engines are also useful, but may lead you to unreliable pages or unsafe pages.





5 - A website's Meta information

➢ **Meta information:** information about the site and what it contains (such as keywords)

➢ When you use a search engine and get a set of results, the information that is below each link is the meta information for the site.

➢ This allows you to read more about the site before clicking on the link.

❖ At the bottom of websites, there is usually information such as a copyright notice, logo, contact information, and social media icons

Lesson 08 — Choosing between synchronous and asynchronous communication



Online Communication



1- Synchronous communication

- **Real-time** communication
- Everyone interacting and taking in information at the same time (instant/ immediate response)

-Digital tools:

1- Video chats **2- live television shows**
3- Instant chat rooms **4- Instant messaging**

❖ **Synchronous communication:**

It is useful when writing about a lighthearted, everyday matter to friends or family and you need an immediate or quick response.

2- Asynchronous communication

1. It is a communication that does not occur in real time.
2. It does not require an instant response.

- Digital tools:
1-Email **2- voice and text messages** **3- recorded videos**

❖ **Asynchronous communication:**

- It is useful when you are writing about serious or complicated matters with someone you don't know well or with someone in authority and you don't need an answer right away.



Whenever you're communicating, you should respect the following

1- Be polite: : Remember what you learned about the importance of tone.
- Even if you're upset about something, do not use language that could be upsetting to the recipient. - Respect the recipient's feelings.

2- Be patient: Even if you're sending a message to a close friend, remember that he/she may still need time to respond or may be busy.
- Give him/her time to respond before sending another message.

3- Be helpful: Part of being a good digital citizen is helping others.
- If they need help with online communication, share what you know.

4- Be clear: It's easy for misunderstandings to occur when communicating online.
- Always be sure your message is clear. Read it back to yourself before you send it.

Lesson 02 How digital devices work



Installing Software



Windows PC

1- Find the program online.
2- Click the download button.
3- 3- Click on the file (located in Downloads)
   - A box will pop up.
4- Follow the instructions to finish the installation process.



Android device

1-Tap on the Apps icon.
2- Go to the App store (Google Play stores).
3- Find the app you're looking for
4-Click Install

Updating Software

- Software programs often need to be updated. Updates help programs to run more efficiently.

- Many programs install necessary updates automatically.



Windows PC

1- Go to the following:
Start button ⟶ Settings ⟶ Update and Security ⟶ Windows update

-NOTE: Some major updates require a restart; Windows will prompt you when this is the case.

Android device

1- Go to System ⟶ System Update
2- Here, you will find updates that still need to be installed.
3-Tap on the icon and follow the instructions to install the necessary updates.

Troubleshoot Screen freezes



Windows PC

1 - Press and hold the Ctrl + Alt + Del buttons
2- Then, use the Task manager to shut down any program that is marked as "not responding."
3- If that doesn't work, turn off your device by pressing and holding down the power button for several seconds.

4- Then, wait a few more seconds before restarting your device.

Android device



1- Go to System → System Update

2- Here, you will find updates that still need to be installed.

3-Tap on the icon and follow the instructions to install the necessary updates.

Binary numbers system



- Computers use binary numbers system to store data more efficiently.
- Binary numbers considered as a language that the computer understands.
- The binary system uses the two values 1 and 0 to express data (numbers)
- Computers understand data (numbers) through electrical signals:
  1- 1 means ON　　　　2- 0 means OFF

Understanding binary will help you to better understand what's going on when investigating a computer problem.

Lesson 04 Determining the needs for a digital project

1- What will the final product be? Presentation, poster, web page, or film?

2- What is needed? Make a list of the things needed to deliver the project on time.

3- Which tools will you use? Decide on the tools that will be needed to complete each section of the project.

4- Who will do each part? Assign roles based on the strengths and interests of each group member.

- Let's look at some tools you may need for a group project.

Microsoft Word



- Word is an efficient program to use when working on projects.

- Not only can group members work together at the same time, but with an internet connection, you can set up a Word document to be edited by numerous users <u>at different locations.</u>

- This can be done by setting up online editing.

Microsoft Paint



You can save the images you create and insert them into your document.



Email

Use email to send your work to other group members or to your teacher.

- Write your ideas in a message or attach a document or image that you've created.
- Remember to always tell your group members that you're sending an attachment, so they know that it's safe to open.

Assigning roles

- Understanding the roles group members will play in the project is important.

- Before you start, discuss the following with your group members:

1- The strengths of each group member and their personal characteristics.

2- The things needed to complete the project: pictures, text, data, etc.

3- The tools that will be needed to complete each section of the project



4- The format that will be used to deliver information.

- Then discuss who might be best suited for each aspect of the project and assign roles.
- Be sure to go over any questions group members may have and answer the questions as a group or ask your teacher for help.







March Questions Bank



Question 01 — Read and Choose the Correct answer

1. Online libraries sometimes include ....
   - (a) dictionaries (b) encyclopedias (c) both a & b
2. Online libraries often include dictionaries and thesauruses on ....
   - (a) separate sites (b) same site (c) same page
3. Google and Bing are very useful ....
   - (a) online libraries (b) online museum (c) search engines
4. The Meta information of the sites is placed .... each link.
   - (a) above (b) below (c) opposite to
5. .... provide(s) clear and accurate directions to the required places.
   - (a) Facebook (b) YouTube (c) Google Maps
6. .... allows you to read more about the site before clicking on the link.
   - (a) Online libraries (b) Meta information (c) ADL
7. .... is/are a reference site that allows you to view museums digitally.
   - (a) Online libraries (b) Online meetings (c) Online museums
8. .... is a resource to find copyright-free information.
   - (a) Creative Commons (b) Dictionaries (c) Online books
9. To get relevant results while using search engines, use appropriate .... in your search.
   - (a) reviews (b) keywords (c) dictionaries
10. A creative commons search is a resource to find .... materials.
    - (a) copyrighted (b) copyright-free (c) protected
11. If you need to display a street, always check online ....
    - (a) maps (b) libraries (c) museum

12. Online libraries, such as ...., have secure and verified information.
   - (a) Wikipedia
   - (b) digital blogs
   - (c) Alexandria Library

13. The copyright notice, logo, and social media icons are placed at the .... of the website.
   - (a) top
   - (b) middle
   - (c) bottom

14. It's recommended to use .... communication to write about an everyday matter to get the response immediately.
   - (a) synchronous
   - (b) asynchronous
   - (c) recorded

15. .... is an example of synchronous communication.
   - (a) EKB
   - (b) Video chat
   - (c) Email

16. .... communication doesn't occur in real time and doesn't require an instant response.
   - (a) Simultaneous
   - (b) Synchronous
   - (c) Asynchronous

17. In online communication, you should be ....
   - (a) impolite
   - (b) helpful
   - (c) bully

18. .... connection requires an immediate response.
   - (a) Synchronous
   - (b) Asynchronous
   - (c) both a & b

19. E-mail and .... are examples of asynchronous.
   - (a) instant chat rooms
   - (b) video chats
   - (c) recorded videos

20. .... is real-time communication between people.
   - (a) Synchronous
   - (b) Asynchronous
   - (c) Voice message

21. .... is useful when you are writing about serious or complicated matters
   - (a) Synchronous communication
   - (b) Asynchronous communication
   - (c) Instant messaging

22. Whenever you're communicating, you should ....
   - (a) be polite
   - (b) be patient
   - (c) all the previous

23. Always be sure your message is .... when communicating with others.
   - (a) clear
   - (b) misinterpreted
   - (c) complicated

24. It's recommended to download software from ....
   - (a) reliable sources
   - (b) unknown sources
   - (c) unreliable sources

25. After downloading a file from the internet, you will find it in ....
   a. Recycle bin   b. Trash window   c. Downloads folder

26. Most software programs, like .... are downloaded from the internet.
   a. MS Office   b. Google chrome   c. both a & b

27. To run the programs more efficiently, they must be ....
   a. uploaded   b. updated   c. deleted

28. To solve the problem of screen freezes, you can use the .... buttons.
   a. Alt+Tab+Del   b. Alt+Ctrl+shift   c. Alt+Ctrl+Del

29. The binary system uses the value(s) ....to express the binary numbers system.
   a. 0   b. 1   c. both a & b

30. You can use the "Alt + Ctrl + Del" buttons to solve the problem of screen freezes on .... devices.
   a. Windows   b. Android   c. Iphone

31. Computers use .... number system to store data more efficiently.
   a. binary   b. decimal   c. octal

32. To solve the problem of screen freezes in Android devices, hold down the .... for 30 seconds and restart.
   a. mouse   b. power button   c. printer

33. Some major updates in Windows PC require a ....
   a. delete   b. restart   c. freeze

34. Many programs install necessary updates ....
   a. automatically   b. manually   c. before installing

35. Computers understand data through .... signals.
   a. light   b. electrical   c. chemical

36. In the computer's binary system, the value "1" means ....
   a. on   b. off   c. skip

37. In the computer's binary system, the value "0" means ....
   a. on   b. off   c. restart

38. .... from tools you may need for a group project.
   ⓐ Microsoft Word ⓑ Microsoft Paint ⓒ both a & b

39. You can save the images you create and insert them into your document using ....
   ⓐ paint ⓑ interviews ⓒ email

40. To send your work to other group members or to your teachers, use....
   ⓐ Paint ⓑ Excel ⓒ email

41. The role model in the Egyptian cartoon is named ....
   ⓐ Mickey ⓑ Bakkar ⓒ Batman

42. Paint program is used to .... images.
   ⓐ create ⓑ delete ⓒ download

43. To set up a Word document to be edited by numerous users, you need ...
   ⓐ internet connection ⓑ printer ⓒ camera

44. You can set up a Word document to be edited by numerous users by setting up ....
   ⓐ offline editing ⓑ online editing ⓒ online maps

45. The final product of your project may be ....
   ⓐ presentation ⓑ poster ⓒ both a & b

46. Assign roles based on the .... and interests of each group member.
   ⓐ weakness ⓑ strengths ⓒ bullying

Question 02 put " true " or " false "

1. General search engines are useful, but may lead you to unreliable pages. ( )
2. It's recommended to use the content of online sources without making the verification. ( )
3. When using search engines, try to use appropriate keywords in your search. ( )
4. Google maps can provide clear and accurate directions to the required places. ( )
5. Websites do not contain Meta information. ( )
6. To display a street or an area map, you can check online maps. ( )

7. You can visit museums digitally via internet. ( )
8. Meta information allows you to read more about the site after clicking on the link. ( )
9. All online information is verified. ( )
10. Online libraries are helpful for searching different media, such as images or videos. ( )
11. It's not necessary to use appropriate keywords in your search. ( )
12. At the bottom of websites, there is information and links that can help you decide if the site is reliable. ( )
13. Be polite and patient when communicating with others online. ( )
14. Recorded videos are examples of synchronous communication. ( )
15. There is just one type of communication. ( )
16. Video chats and instant chat rooms are from examples of synchronous communication. ( )
17. Synchronous communication doesn't need an immediate response. ( )
18. Always be sure your message is clear when communicating online. ( )
19. We use asynchronous communication when information is urgent. ( )
20. Asynchronous communication is real-time communication between people. ( )
21. Whenever you're communicating, you should respect the recipient's feelings. ( )
22. You mustn't revise your messages before sending. ( )
23. Part of being a good digital citizen is helping others. ( )
24. Online communication always easily understood. ( )
25. Software programs often need to be updated. ( )
26. It isn't recommended to update software programs on your computer. ( )
27. All programs are updated automatically. ( )
28. The binary system uses the values 1 and 0 to express data. ( )
29. You should download software from unreliable sources. ( )
30. On Windows devices, you can download apps through Google Play stores. ( )
31. On Windows PC, all updates require a restart. ( )
32. Binary numbers considered as a language that the computer understands. ( )

33. Software updates make programs run less efficiently. (   )
34. Many programs install necessary updates automatically. (   )
35. On Windows PC, the downloaded files located in Recycle bin. (   )
36. You can use the Task manager to shut down non-responding programs. (   )
37. To troubleshoot screen freezes in Android devices, hold down the power button for 30 seconds and restart. (   )
38. You should discuss the roles of your group members to determine the appropriate person for each part of the project. (   )
39. You cannot insert an image into a word document. (   )
40. It is necessary to plan to your project before starting. (   )
41. One of the tools you may need for a group project is E-mail. (   )
42. You can't attach a document or image that you've created via Email. (   )
43. Group members should know their roles in the project. (   )
44. Word allows other users around the world to edit the document if an internet connection is available. (   )
45. It is not available to edit a word document online. (   )
46. You can use email to create the images and insert them into your document. (   )
47. Be sure to answer any questions the group members may have. (   )
48. Before you start a project, assign roles to your team. (   )
49. Assigning roles based on the location of each group member. (   )
50. The strengths of each group member and their personal characteristics can benefit the group. (   )

انتهت الأسئلة مع اطيب الامنيات بالنجاح والتوفيق

	Choose the correct answer	Put (T) or (F)
Theme 3 Lesson 7	From Q1 to Q13	From Q1 to Q12
Theme 3 Lesson 8	From Q14 to Q23	From Q13 to Q24
Theme 4 Lesson 2	From Q24 to Q37	From Q25 to Q37
Theme 4 Lesson 4	From Q38 to Q46	From Q38 to Q50

Please note that:

Theme 4 – Lesson 1 and Lesson 3 are enrichment (اثرائي للاطلاع فقط)

By: Mrs Suzy Atef

Answers





March Questions Bank



Question 01 | **Read and Choose the Correct answer**

1. Online libraries sometimes include ....
   - (a) dictionaries (b) encyclopedias (c) both a & b
2. Online libraries often include dictionaries and thesauruses on ....
   - (a) separate sites (b) same site (c) same page
3. Google and Bing are very useful ....
   - (a) online libraries (b) online museum (c) search engines
4. The Meta information of the sites is placed .... each link.
   - (a) above (b) below (c) opposite to
5. .... provide(s) clear and accurate directions to the required places.
   - (a) Facebook (b) YouTube (c) Google Maps
6. .... allows you to read more about the site before clicking on the link.
   - (a) Online libraries (b) Meta information (c) ADL
7. .... is/are a reference site that allows you to view museums digitally.
   - (a) Online libraries (b) Online meetings (c) Online museums
8. .... is a resource to find copyright-free information.
   - (a) Creative Commons (b) Dictionaries (c) Online books
9. To get relevant results while using search engines, use appropriate .... in your search.
   - (a) reviews (b) keywords (c) dictionaries
10. A creative commons search is a resource to find .... materials.
    - (a) copyrighted (b) copyright-free (c) protected
11. If you need to display a street, always check online ....
    - (a) maps (b) libraries (c) museum

12. Online libraries, such as ...., have secure and verified information.
   - (a) Wikipedia
   - (b) digital blogs
   - (c) Alexandria Library

13. The copyright notice, logo, and social media icons are placed at the .... of the website.
   - (a) top
   - (b) middle
   - (c) bottom

14. It's recommended to use .... communication to write about an everyday matter to get the response immediately.
   - (a) synchronous
   - (b) asynchronous
   - (c) recorded

15. .... is an example of synchronous communication.
   - (a) EKB
   - (b) Video chat
   - (c) Email

16. .... communication doesn't occur in real time and doesn't require an instant response.
   - (a) Simultaneous
   - (b) Synchronous
   - (c) Asynchronous

17. In online communication, you should be ....
   - (a) impolite
   - (b) helpful
   - (c) bully

18. .... connection requires an immediate response.
   - (a) Synchronous
   - (b) Asynchronous
   - (c) both a & b

19. E-mail and .... are examples of asynchronous.
   - (a) instant chat rooms
   - (b) video chats
   - (c) recorded videos

20. .... is real-time communication between people.
   - (a) Synchronous
   - (b) Asynchronous
   - (c) Voice message

21. .... is useful when you are writing about serious or complicated matters
   - (a) Synchronous communication
   - (b) Asynchronous communication
   - (c) Instant messaging

22. Whenever you're communicating, you should ....
   - (a) be polite
   - (b) be patient
   - (c) all the previous

23. Always be sure your message is .... when communicating with others.
   - (a) clear
   - (b) misinterpreted
   - (c) complicated

24. It's recommended to download software from ....
   - (a) reliable sources
   - (b) unknown sources
   - (c) unreliable sources

25. After downloading a file from the internet, you will find it in ....
   a. Recycle bin
   b. Trash window
   c. Downloads folder

26. Most software programs, like .... are downloaded from the internet.
   a. MS Office
   b. Google chrome
   c. both a & b

27. To run the programs more efficiently, they must be ....
   a. uploaded
   b. updated
   c. deleted

28. To solve the problem of screen freezes, you can use the .... buttons.
   a. Alt+Tab+Del
   b. Alt+Ctrl+shift
   c. Alt+Ctrl+Del

29. The binary system uses the value(s) ....to express the binary numbers system.
   a. 0
   b. 1
   c. both a & b

30. You can use the "Alt + Ctrl + Del" buttons to solve the problem of screen freezes on .... devices.
   a. Windows
   b. Android
   c. Iphone

31. Computers use .... number system to store data more efficiently.
   a. binary
   b. decimal
   c. octal

32. To solve the problem of screen freezes in Android devices, hold down the .... for 30 seconds and restart.
   a. mouse
   b. power button
   c. printer

33. Some major updates in Windows PC require a ....
   a. delete
   b. restart
   c. freeze

34. Many programs install necessary updates ....
   a. automatically
   b. manually
   c. before installing

35. Computers understand data through .... signals.
   a. light
   b. electrical
   c. chemical

36. In the computer's binary system, the value "1" means ....
   a. on
   b. off
   c. skip

37. In the computer's binary system, the value "0" means ....
   a. on
   b. off
   c. restart

38. .... from tools you may need for a group project.
   - (a) Microsoft Word
   - (b) Microsoft Paint
   - (c) both a & b

39. You can save the images you create and insert them into your document using ....
   - (a) paint
   - (b) interviews
   - (c) email

40. To send your work to other group members or to your teachers, use....
   - (a) Paint
   - (b) Excel
   - (c) email

41. The role model in the Egyptian cartoon is named ....
   - (a) Mickey
   - (b) Bakkar
   - (c) Batman

42. Paint program is used to .... images.
   - (a) create
   - (b) delete
   - (c) download

43. To set up a Word document to be edited by numerous users, you need ...
   - (a) internet connection
   - (b) printer
   - (c) camera

44. You can set up a Word document to be edited by numerous users by setting up ....
   - (a) offline editing
   - (b) online editing
   - (c) online maps

45. The final product of your project may be ....
   - (a) presentation
   - (b) poster
   - (c) both a & b

46. Assign roles based on the .... and interests of each group member.
   - (a) weakness
   - (b) strengths
   - (c) bullying

Question 02 put " true " or " false "

1. General search engines are useful, but may lead you to unreliable pages. ✔
2. It's recommended to use the content of online sources without making the verification. ✘
3. When using search engines, try to use appropriate keywords in your search. ✔
4. Google maps can provide clear and accurate directions to the required places. ✔
5. Websites do not contain Meta information. ✘
6. To display a street or an area map, you can check online maps. ✔

No.	Statement	Answer
7	You can visit museums digitally via internet.	✓
8	Meta information allows you to read more about the site after clicking on the link.	✗
9	All online information is verified.	✗
10	Online libraries are helpful for searching different media, such as images or videos.	✓
11	It's not necessary to use appropriate keywords in your search.	✗
12	At the bottom of websites, there is information and links that can help you decide if the site is reliable.	✓
13	Be polite and patient when communicating with others online.	✓
14	Recorded videos are examples of synchronous communication.	✗
15	There is just one type of communication.	✗
16	Video chats and instant chat rooms are from examples of synchronous communication.	✓
17	Synchronous communication doesn't need an immediate response.	✗
18	Always be sure your message is clear when communicating online.	✓
19	We use asynchronous communication when information is urgent.	✗
20	Asynchronous communication is real-time communication between people.	✗
21	Whenever you're communicating, you should respect the recipient's feelings.	✓
22	You mustn't revise your messages before sending.	✗
23	Part of being a good digital citizen is helping others.	✓
24	Online communication always easily understood.	✗
25	Software programs often need to be updated.	✓
26	It isn't recommended to update software programs on your computer.	✗
27	All programs are updated automatically.	✗
28	The binary system uses the values 1 and 0 to express data.	✓
29	You should download software from unreliable sources.	✗
30	On Windows devices, you can download apps through Google Play stores.	✗
31	On Windows PC, all updates require a restart.	✗
32	Binary numbers considered as a language that the computer understands.	✓

33. Software updates make programs run less efficiently. ✗
34. Many programs install necessary updates automatically. ✓
35. On Windows PC, the downloaded files located in Recycle bin. ✗
36. You can use the Task manager to shut down non-responding programs. ✓
37. To troubleshoot screen freezes in Android devices, hold down the power button for 30 seconds and restart. ✓
38. You should discuss the roles of your group members to determine the appropriate person for each part of the project. ✓
39. You cannot insert an image into a word document. ✗
40. It is necessary to plan to your project before starting. ✓
41. One of the tools you may need for a group project is E-mail. ✓
42. You can't attach a document or image that you've created via Email. ✗
43. Group members should know their roles in the project. ✓
44. Word allows other users around the world to edit the document if an internet connection is available. ✓
45. It is not available to edit a word document online. ✗
46. You can use email to create the images and insert them into your document. ✗
47. Be sure to answer any questions the group members may have. ✓
48. Before you start a project, assign roles to your team. ✓
49. Assigning roles based on the location of each group member. ✗
50. The strengths of each group member and their personal characteristics can benefit the group. ✓

انتهت الأسئلة مع اطيب الامنيات بالنجاح والتوفيق

	Choose the correct answer	Put (T) or (F)
Theme 3 Lesson 7	From Q1 to Q13	From Q1 to Q12
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Please note that:

Theme 4 – Lesson 1 and Lesson 3 are enrichment (اثرائي للاطلاع فقط)

By: Mrs Suzy Atef

أسئلة الدرس ٧ : كيفية اختيار المصادر المتاحة عبر الإنترنت

Lesson 7 Questions: How to choose online sources

First: Put a sign (✓) or a sign (x):

1- ONLINE LIBRARIES sometimes include dictionaries, thesauruses, and encyclopedias. ( )

2- Alexandria Digital Library (ADL) is an example of Online libraries have secure and verified information. ( )

3- EKB is an example of Online libraries have not secure and verified information. ( )

4- A Creative Commons search is a resource to find copyright-free information. (t)

5- When searching on websites, you may find information whose sources have not been verified.( )

6- It is possible to find inaccurate information on websites. ( )

7- You must check the online maps with the help of your teacher. ( )

8- Specialized search engines are useful, but they may lead you to unreliable and insecure pages. ( )

9- The a copyright notice appears at the top of the websites. ( )

10- Clicking on these links can help you decide if the site is reliable. ( )

11- Online sources are only reliable sources. ( )

12- Search engines can lead you to unreliable sources. ( )

13- The Egyptian Knowledge Bank displays content suitable for all ages. ( )

14- The Egyptian Knowledge Bank contains sources that are not subject to copyright. ( )

15- Digital maps provide clear and accurate directions to the required places. ( )

16- EKB website is considered the largest digital library that provides a lot of information. ( )

17- The Knowledge Bank provides the ability to download files to your devices. ( )

18- Museum websites contain dictionaries and encyclopedias. ( )

Second: Choose the correct answer from the following:

1- These are helpful for searching different media, such as images or videos..

a- online Libraries b- online Maps c- online Museums

2. Examples of library sites have secure and verified information.

a- Alexandria Digital Library b- EKB c- Both

3. Online digital maps such as …………… provide clear and accurate directions to the required places.

a- Google Maps b- Facebook c- YouTube

4. If you need to display a street, or an area map, we use ....

a- digital maps b- word processing c- spreadsheets

5. Specialized search engines are very useful such as …………………

a- Google and Bing b- Facebook c- YouTube

6. Websites include meta information, such as …………………

a- Keywords. b- Information about the site and its contents.

c- All of the above

7. This allows you to read more about the site before clicking on the link.

a- URL b- Descriptive information c- Website names

8. a website's meta information at the bottom of websites.

a- upper b- bottom c- right

9- The .... website is an example of reliable online library websites.

a- Egyptian Knowledge Bank b- Amazon c- Facebook

10- One of the most famous search engines on the Internet.................

a- Facebook b- Google c- Word

11- To view museums on your digital device, we use ....

a- Electronic museums c- Real museums c- Egyptian Knowledge Bank

12- Specialized search engines represented by ....

a- Gps b- Google c- Google Play

13- The ……………… website provides sources subject to copyright

a- Egyptian Knowledge Bank b- Computer c- Games

14- It can provide clear and accurate directions to the required places

a- Bing b- Google maps c- YouTube

15- One of the most famous specialized search engines on the Internet.

a- Bing b- Google maps c- YouTube

16- If you need to review a street or a map of an area, we use ....

a- Digital maps b- Browsers c- Egyptian Knowledge Bank

17- You must consider the intellectual property rights of others when using ……………… files.

a- Images b- Sound c- Both

أسئلة الدرس ٨ : إرشادات للتواصل المتزامن وغير المتزامن

Lesson 8 Choosing between synchronous and asynchronous communication

First: Put a sign (✓) or a sign (x):

1- Synchronous is communication that does not occur in real time. ( )

2- everyone interacting and taking in information at the same time using digital tools in Synchronous communication. ( )

3- Examples of digital tools for Synchronous communication are video chats and live television programmers. ( )

4- At the time of communication, Even if you're upset about something , do not use language that could be upsetting to the recipient. ( )

5- If you direct your message to a friend, he does not need time to respond. ( )

6- You must give him/her time to respond before sending another message. ( )

7- If they need help with online communication, share what you know. ( )

8- Asynchronous communication is real-time communication between people. ( )

9- synchronous communication is appropriate when an immediate response is required. ( )

10- There is no difference between direct face-to-face communication and communication via text messages. ( )

11- Recorded voice messages are examples of asynchronous communication. ( )

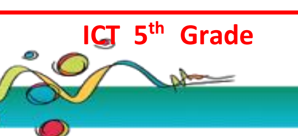
12- Synchronous communication is real-time communication between people to exchange opinions and information using digital tools such as chat rooms. ( )

13- Asynchronous communication occurs between people at the same time. ( )

14- It is preferable to be clear when communicating online. ( )

15- Asynchronous communication is real-time communication between people, such as video chats and live television programs. ( )

16- Synchronous communication is communication that does not occur at the same time and does not require an immediate response. ( )



Second: Choose the correct answer from the following:

1- There are types of communication, including ………………………….

a- synchronous. b- asynchronous c- both

2- It is real-time communication between people.

a- synchronous. b- asynchronous c- both

3- It is communication that does not occur in real time..

a- synchronous. b- asynchronous c- both

4- Examples of digital tools for synchronous communication.

a- Email b- Voice and text messages, c- Video chat

5- Examples of digital tools for asynchronous communication.

a- Text messages, b- recorded videos c- Both

6- It is useful when you are writing about a lighthearted, everyday matter to friends or family and you need an immediate or quick response.

a- synchronous communication. b- asynchronous communication c- both

7- it is useful when you are writing about serious or complicated matters with someone you don't know well .

a- synchronous communication. b- asynchronous communication c- both

8- Whenever you're communicating, you should respect the following

a- Be polite and patient b- Be helpful and clear c- All of the above

9- It's ……………. for misunderstandings to occur when communicating online..

a- easy c- difficult c- impossible

10- You want to tell a close friend about your day.

a- synchronous communication. b- asynchronous communication c- both

11- You want a family member's opinion about a problem you're having.

a- synchronous communication. b- asynchronous communication c- both

12- You want to ask your teacher for extra help.

a- synchronous communication. b- asynchronous communication c- both

13- You want to ask a classmate a quick question about a school project.

a- synchronous communication. b- asynchronous communication c- both

14- Make sure to read your message to yourself before sending it. Could the recipient misinterpret it? This must be...

a- Patient b- Cooperative c- Clear

15- A video chat can be used to communicate via ....

a- Internet b- Mail c- Bluetooth

16- .... is one of the tools of synchronous communication.

a- Video chats b- Email c- Recorded video clips

17- You must be .... any time you communicate

a- Passionate b- Selfish c- Patient

Lesson2 Questions : How digital devices work أسئلة الدرس 2 : كيف تعمل الأجهزة الرقمية

First: Put the word (true) or the word (false):

1- It is difficult to install new programs on the Windows OS. ( )

2- You will find the downloaded programs in the Pictures and Documents folder. ( )

3- If you don't use official stores, only download software from reliable sources. ( )

4- Updating the software regularly helps to run efficiently. ( )

5- Some major updates require a computer restart. ( )

6- When updating applications, a window informing you of this does not appear. ( )

7- To check for updates in the Android system, go to System → System Updates. ( )

8- To Troubleshoot screen freezes in the Android system, press the Alt + Shift + del buttons. ( )

9- We use the task manager to shut down any program that is marked as not responding. ( )

10- Computers understand data (numbers) through a binary electrical signal (1, 0). ( )

11- To solve the problem of the screen stopping responding in the Windows system, press and hold the Ctrl+Alt+Del buttons. ( )

12- To solve the problem of the screen stopping on Android devices, press Ctrl + Alt + Del. ( )

13- Most programs, including versions of Microsoft and the Chrome browser, can be downloaded from the Internet. ( )

14- To solve the problem of the screen stopping responding on Android devices, press the power button for 30 seconds. ( )

Second: Choose the correct answer from the following:

1- You can search for programs through the Internet and install them on the …………… system.

a- Windows b- Android c- Both

2- To install programs in the Android system, click on the application icon from the …….

a- App store (google play) b- Video c- Audio Library

3- Many programs install necessary updates automatically.

a- Automatically b- Manually only c- None of the above

4- To install updates in the Windows os, go to the following:

a- Start → Settings → Update and Security → Windows update

b- System → System Updates

c- Press CTRL + DEL + ALT

5- To solve the problem of the screen freezes in the Windows os, we press ....

a- Alt + CTRL + DEL b- Power button 30 seconds c- Low volume

6- To solve the problem of the screen freezes in the Android os, we press ....

a- Alt + CTRL + DEL b- Power button 30 seconds c- Low volume

7. Understanding .... helps you know what is happening when you investigating a computer problem.

a- decimal system b- octal system c- binary number system

8- 1 and 0 mean off in the binary number system.

a- On and Off b- Yes and No c- Both

9- Of the operating systems on which software can be installed and updated.

a- Windows b- Android c- Both

10- The computer tells you .... to restart it again

a- Picture b- Message c- Video

11- Programs must be programmed regularly to help them work efficiently.

a- Install b- Update c- Delete

12- One of the most famous official application stores for Android devices

a- App Store b- Google Play Store c- Both

13- The application store uses Google Play Store to download programs on devices running the operating system.

a- Windows b- Mac c- Android

14- Computers use the system .... represented by the two values 1.0" to express numbers.

a- Decimal b- Octal c- Binary

15- It may require some major updates to computers..................

a- Delete updates b- Shut down the computer c- Restart the computer

16- To increase the efficiency of software, it must..................

a- Install it. b- Update it. c- Encrypt it.

17- .... It is used to send, receive, and save information on digital devices.

a- The binary number system b- The decimal system c- The octal system

أسئلة الدرس ٤ : تحديد الاحتياجات لتنفيذ مشروع رقمي

Lesson4 Questions : Determining the needs for a digital project

First: Put the word (true) or the word (false):

1. Technology is used to collect data in order to plan for the future. (   )
2. It is possible that the final product of your project is a presentation only. (   )
3. It is very important that the group members understand their roles in the project. (   )
4. You cannot insert pictures into a document when using the Paint program. (   )
5. Before starting the project, discuss with your group members about the tools needed to complete each part of the project. (   )
6. The word processing program does not allow multiple users around the world to edit the same document. (   )
7. When you insert an image into your presentation, it must be unrelated to the topic. (   )
8. It is not necessary to plan your research project. (   )
9. Programs such as Paint are used to create websites. (   )
10. Digital tools can be used to present information in an attractive way. (   )
11. It is not important that group members understand their roles in the project before starting the project. (   )
12. A document or photo can be attached via email. (   )

Second: Choose the correct answer from the following:

1- One of the tools you may need in a group project

a- Word and Paint b- E-mail c- All of the above

2- Use ………….. to send your work to other group members or to your teacher..

a- Word b- E-mail c- PowerPoint

3- The Word program allows numberous users at different locations to edit the same document with ………………….. .

a- Internet connection b- Keyboard c- Printer

4- The things needed to complete the project

a- Pictures and Text b- Data c- All of the above

5- A program from Microsoft and it is an efficient program to use when working on projects.

a- Microsoft Word b- Zoom c- Email

6- You can save the images that you create and then insert them..

a- Microsoft Paint b- Zoom c- Email

7- Information can be shared and delivered through...

a- Email b- Registered c- Documents

8- One of the main elements for completing the project is ....

a- Images b- Text and data c- All of the above

9- The .... application allows multiple users around the world to edit the same document via an Internet connection.

a- Paint b- Word c- Excel

10- One of the important things when preparing a group project is ....

a- Assign roles b- Limiting the project to one person

c- Working without planning.

11- You can send the work to members of your group using ....

a- PowerPoint b- Email c- Paint

12- A program that is useful in implementing projects and through which the document can be edited.

a- Word b- Email c- Paint

13- The final product of the project could be ....

a- presentation b- A poster or a film c- All of the above

14- It enables you to communicate...with others and send and receive messages.

a- Word B- Paint c- E-mail

أسئلة الدرس ٧ : كيفية اختيار المصادر المتاحة عبر الإنترنت

Lesson 7 Questions: How to choose online sources

First: Put a sign (✓) or a sign (x):

1- ONLINE LIBRARIES sometimes include dictionaries, thesauruses, and encyclopedias. (t)

2- Alexandria Digital Library (ADL) is an example of Online libraries have secure and verified information. (t)

3- EKB is an example of Online libraries have not secure and verified information. (f)

4- A Creative Commons search is a resource to find copyright-free information. (t)

5- When searching on websites, you may find information whose sources have not been verified.(t)

6- It is possible to find inaccurate information on websites. (t)

7- You must check the online maps with the help of your teacher. (t)

8- Specialized search engines are useful, but they may lead you to unreliable and insecure pages. (t)

9- The a copyright notice appears at the top of the websites. (f)

10- Clicking on these links can help you decide if the site is reliable. (t)

11- Online sources are only reliable sources. (f)

12- Search engines can lead you to unreliable sources. (t)

13- The Egyptian Knowledge Bank displays content suitable for all ages. (t)

14- The Egyptian Knowledge Bank contains sources that are not subject to copyright. (f)

15- Digital maps provide clear and accurate directions to the required places. (t)

16- EKB website is considered the largest digital library that provides a lot of information. (t)

17- The Knowledge Bank provides the ability to download files to your devices. (t)

18- Museum websites contain dictionaries and encyclopedias. (f)

Second: Choose the correct answer from the following:

1- These are helpful for searching different media, such as images or videos..

a- online Libraries b- online Maps c- online Museums

2. Examples of library sites have secure and verified information.

a- Alexandria Digital Library b- EKB *c- Both*

3. Online digital maps such as …………… provide clear and accurate directions to the required places.

a- Google Maps b- Facebook c- YouTube

4. If you need to display a street, or an area map, we use ....

a- digital maps b- word processing c- spreadsheets

5. Specialized search engines are very useful such as …………………

a- Google and Bing b- Facebook c- YouTube

6. Websites include meta information, such as …………………

a- Keywords. b- Information about the site and its contents.

c- All of the above

7. This allows you to read more about the site before clicking on the link.

a- URL *b- Descriptive information* c- Website names

8. a website's meta information at the bottom of websites.

a- upper *b- bottom* c- right

9- The .... website is an example of reliable online library websites.

a- Egyptian Knowledge Bank b- Amazon c- Facebook

10- One of the most famous search engines on the Internet.................

a- Facebook *b- Google* c- Word

11- To view museums on your digital device, we use ....

a- Electronic museums c- Real museums c- Egyptian Knowledge Bank

12- Specialized search engines represented by ....

a- Gps *b- Google* c- Google Play

13- The ……………… website provides sources subject to copyright

a- Egyptian Knowledge Bank b- Computer c- Games

14- It can provide clear and accurate directions to the required places

a- Bing *b- Google maps* c- YouTube

15- One of the most famous specialized search engines on the Internet.

a- Bing b- Google maps c- YouTube

16- If you need to review a street or a map of an area, we use ....

a- Digital maps b- Browsers c- Egyptian Knowledge Bank

17- You must consider the intellectual property rights of others when using ……………… files.

a- Images b- Sound *c- Both*

أسئلة الدرس ٨ : إرشادات للتواصل المتزامن وغير المتزامن

Lesson 8 Choosing between synchronous and asynchronous communication

First: Put a sign (✓) or a sign (x):

1- Synchronous is communication that does not occur in real time. (f)

2- everyone interacting and taking in information at the same time using digital tools in Synchronous communication. (t)

3- Examples of digital tools for Synchronous communication are video chats and live television programmers. (t)

4- At the time of communication, Even if you're upset about something , do not use language that could be upsetting to the recipient. (t)

5- If you direct your message to a friend, he does not need time to respond. (f)

6- You must give him/her time to respond before sending another message. (t)

7- If they need help with online communication, share what you know. (t)

8- Asynchronous communication is real-time communication between people. (f)

9- synchronous communication is appropriate when an immediate response is required. (t)

10- There is no difference between direct face-to-face communication and communication via text messages. (f)

11- Recorded voice messages are examples of asynchronous communication. (t)

12- Synchronous communication is real-time communication between people to exchange opinions and information using digital tools such as chat rooms. (t)

13- Asynchronous communication occurs between people at the same time. (f)

14- It is preferable to be clear when communicating online. (t)

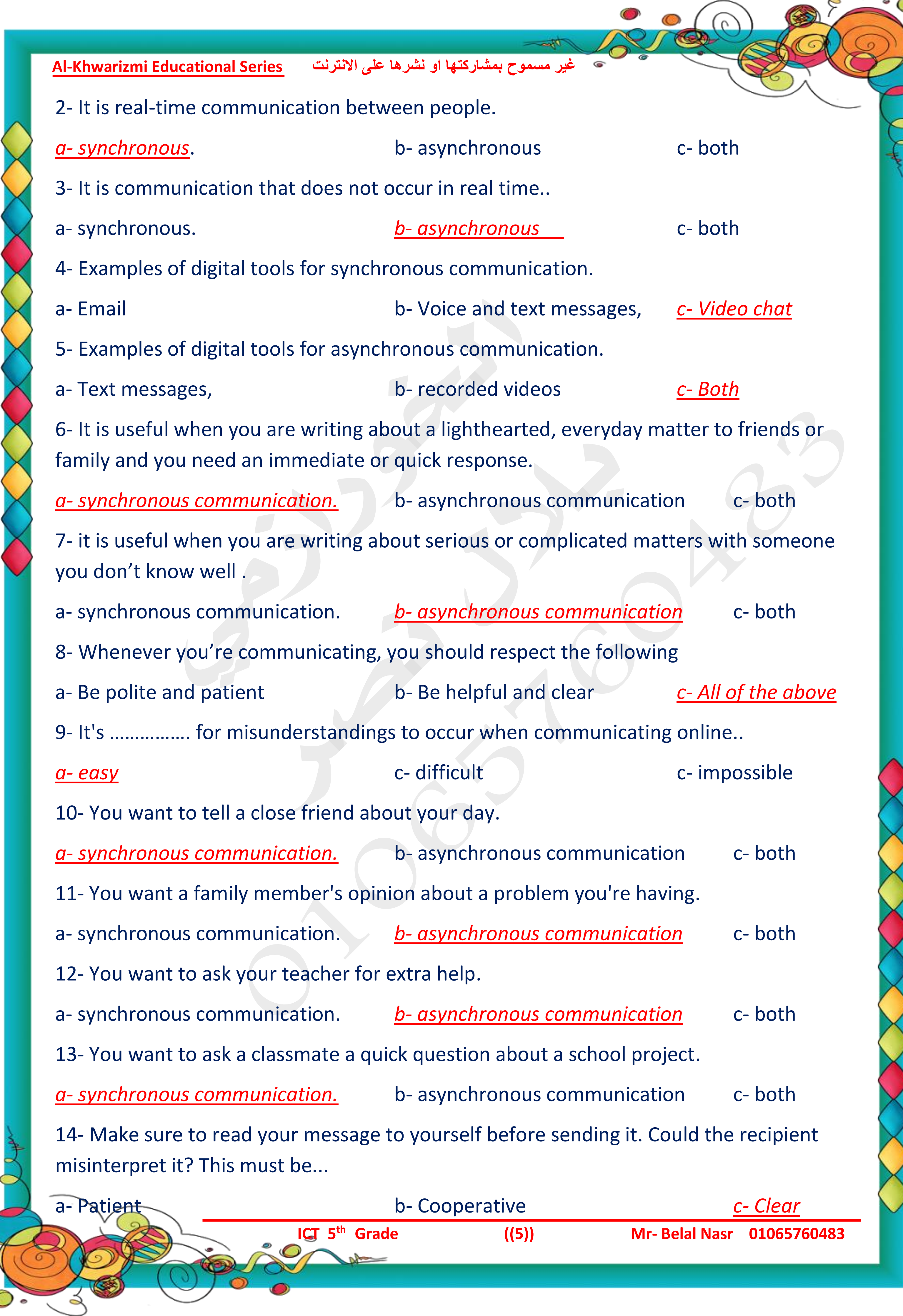
15- Asynchronous communication is real-time communication between people, such as video chats and live television programs. (f)

16- Synchronous communication is communication that does not occur at the same time and does not require an immediate response. (f)

Second: Choose the correct answer from the following:

1- There are types of communication, including ....

a- synchronous. b- asynchronous *c- both*



2- It is real-time communication between people.

a- synchronous. b- asynchronous c- both

3- It is communication that does not occur in real time..

a- synchronous. *b- asynchronous* c- both

4- Examples of digital tools for synchronous communication.

a- Email b- Voice and text messages, *c- Video chat*

5- Examples of digital tools for asynchronous communication.

a- Text messages, b- recorded videos *c- Both*

6- It is useful when you are writing about a lighthearted, everyday matter to friends or family and you need an immediate or quick response.

a- synchronous communication. b- asynchronous communication c- both

7- it is useful when you are writing about serious or complicated matters with someone you don't know well .

a- synchronous communication. *b- asynchronous communication* c- both

8- Whenever you're communicating, you should respect the following

a- Be polite and patient b- Be helpful and clear *c- All of the above*

9- It's .... for misunderstandings to occur when communicating online..

a- easy c- difficult c- impossible

10- You want to tell a close friend about your day.

a- synchronous communication. b- asynchronous communication c- both

11- You want a family member's opinion about a problem you're having.

a- synchronous communication. *b- asynchronous communication* c- both

12- You want to ask your teacher for extra help.

a- synchronous communication. *b- asynchronous communication* c- both

13- You want to ask a classmate a quick question about a school project.

a- synchronous communication. b- asynchronous communication c- both

14- Make sure to read your message to yourself before sending it. Could the recipient misinterpret it? This must be...

a- Patient b- Cooperative *c- Clear*

15- A video chat can be used to communicate via ....

a- Internet b- Mail c- Bluetooth

16- .... is one of the tools of synchronous communication.

a- Video chats b- Email c- Recorded video clips

17- You must be .... any time you communicate

a- Passionate b- Selfish *c- Patient*

Lesson2 Questions : How digital devices work أسئلة الدرس 2 : كيف تعمل الأجهزة الرقمية

First: Put the word (true) or the word (false):

1- It is difficult to install new programs on the Windows OS. (f)

2- You will find the downloaded programs in the Pictures and Documents folder. (f)

3- If you don't use official stores, only download software from reliable sources. (t)

4- Updating the software regularly helps to run efficiently. (t)

5- Some major updates require a computer restart. (t)

6- When updating applications, a window informing you of this does not appear. (f)

7- To check for updates in the Android system, go to System ➔ System Updates. (t)

8- To Troubleshoot screen freezes in the Android system, press the Alt + Shift + del buttons. (f)

9- We use the task manager to shut down any program that is marked as not responding. (t)

10- Computers understand data (numbers) through a binary electrical signal (1, 0). (t)

11- To solve the problem of the screen stopping responding in the Windows system, press and hold the Ctrl+Alt+Del buttons. (t)

12- To solve the problem of the screen stopping on Android devices, press Ctrl + Alt + Del. (F)

13- Most programs, including versions of Microsoft and the Chrome browser, can be downloaded from the Internet. (T)

14- To solve the problem of the screen stopping responding on Android devices, press the power button for 30 seconds. (T)

Second: Choose the correct answer from the following:

1- You can search for programs through the Internet and install them on the .... system.

a- Windows b- Android c- Both

2- To install programs in the Android system, click on the application icon from the ....

a- App store (google play) b- Video c- Audio Library

3- Many programs install necessary updates automatically.

a- Automatically b- Manually only c- None of the above

4- To install updates in the Windows os, go to the following:

a- Start ➔ Settings ➔ Update and Security ➔ Windows update

b- System ➔ System Updates

c- Press CTRL + DEL + ALT



5- To solve the problem of the screen freezes in the Windows os, we press ....

a- Alt + CTRL + DEL b- Power button 30 seconds c- Low volume

6- To solve the problem of the screen freezes in the Android os, we press ....

a- Alt + CTRL + DEL b- Power button 30 seconds c- Low volume

7. Understanding ……… helps you know what is happening when you investigating a computer problem.

a- decimal system b- octal system c- binary number system

8- 1 and 0 mean off in the binary number system.

a- On and Off b- Yes and No c- Both

9- Of the operating systems on which software can be installed and updated.

a- Windows b- Android c- Both

10- The computer tells you .... to restart it again

a- Picture b- Message c- Video

11- Programs must be programmed regularly to help them work efficiently.

a- Install b- Update c- Delete

12- One of the most famous official application stores for Android devices

a- App Store b- Google Play Store c- Both

13- The application store uses Google Play Store to download programs on devices running the operating system.

a- Windows b- Mac c- Android

14- Computers use the system .... represented by the two values 1.0" to express numbers.

a- Decimal b- Octal c- Binary

15- It may require some major updates to computers...................

a- Delete updates b- Shut down the computer c- Restart the computer

16- To increase the efficiency of software, it must...................

a- Install it. b- Update it. c- Encrypt it.

17- .... It is used to send, receive, and save information on digital devices.

a- The binary number system b- The decimal system c- The octal system

أسئلة الدرس ٤ : تحديد الاحتياجات لتنفيذ مشروع رقمي

Lesson4 Questions : Determining the needs for a digital project

First: Put the word (true) or the word (false):

1. Technology is used to collect data in order to plan for the future. (t)
2. It is possible that the final product of your project is a presentation only. (f)
3. It is very important that the group members understand their roles in the project. (t)
4. You cannot insert pictures into a document when using the Paint program. (f)
5. Before starting the project, discuss with your group members about the tools needed to complete each part of the project. (t)
6. The word processing program does not allow multiple users around the world to edit the same document. (f)
7. When you insert an image into your presentation, it must be unrelated to the topic. (t)
8. It is not necessary to plan your research project. (f)
9. Programs such as Paint are used to create websites. (f)
10. Digital tools can be used to present information in an attractive way. (t)
11. It is not important that group members understand their roles in the project before starting the project. (f)
12. A document or photo can be attached via email. (t)

Second: Choose the correct answer from the following:

1- One of the tools you may need in a group project

a- Word and Paint b- E-mail c- All of the above

2- Use ………….. to send your work to other group members or to your teacher..

a- Word b- E-mail c- PowerPoint

3- The Word program allows numberous users at different locations to edit the same document with ………………….. .

a- Internet connection b- Keyboard c- Printer

4- The things needed to complete the project

a- Pictures and Text b- Data c- All of the above

5- A program from Microsoft and it is an efficient program to use when working on projects.

a- Microsoft Word b- Zoom c- Email

6- You can save the images that you create and then insert them..

a- Microsoft Paint b- Zoom c- Email

7- Information can be shared and delivered through...

a- Email b- Registered c- Documents

8- One of the main elements for completing the project is ....

a- Images b- Text and data c- All of the above

9- The .... application allows multiple users around the world to edit the same document via an Internet connection.

a- Paint b- Word c- Excel

10- One of the important things when preparing a group project is ....

a- Assign roles b- Limiting the project to one person

c- Working without planning.

11- You can send the work to members of your group using ....

a- PowerPoint b- Email c- Paint

12- A program that is useful in implementing projects and through which the document can be edited.

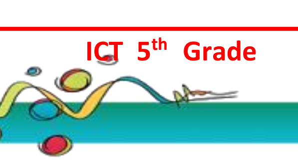
a- Word b- Email c- Paint

13- The final product of the project could be ....

a- presentation b- A poster or a film c- All of the above

14- It enables you to communicate...with others and send and receive messages.

a- Word B- Paint c- E-mail





Lesson 7

How to choose online sources

Put (√) or (X)

1	Online libraries is a useful source for research	( )
2	Search engines contain encyclopedias , thesauruses and dictionaries on connected sites	( )
3	Creative common search is a resource to find copyright-free information	( )
4	Don't be wary of what you find because all the resources are verified and accurate	( )
5	Online libraries such as EKB and ADL are an example of secured and accurate	( )
6	Online Maps provide clear and accurate directions to the required places	( )
7	You cannot use online maps to browse a street or a region	( )
8	Any one can use online maps without the help of others	( )
9	Online Museums are places to visit and don't contain any information	( )
10	Online Museums include information about each museum	( )
11	Google and Bing are examples of useful search engines	( )
12	You may not get the required results even if you used the suitable keywords	( )

13 Specialized search engines are very useful ( )

14 The website's Meta information include Keywords and information about the site and its content ( )

15 The results of the search are found below each link in the meta information for the site ( )

16 You can learn more about the site and this will help you read more about the site before clicking the link ( )

17 the copyright notice, logo, contact information are found at the bottom of the website ( )

18 You cannot decide if the site is reliable or not ( )

19 The Meta information don't help on analyzing results ( )

20 You have to make sure of the online maps with the help of your social studies teacher ( )

Choose the correct answer:

1- ………………. Is one of the online sources

a-Al Qahera Bank b- Online libraries c- Misr Library

2- You must be wary of what you find that all the sources are …………….

a-accurate b- unreliable c- random

3- A creative common search is a resource to find copyright ……………….information

a- unreliable b- un secured c- free



4- Both ADL and EKB Include ……………information

a-unreliable b- un secures c- reliable

5- ………………. Include information about each Museum

a-online libraries b- online museums c- online maps

6- When you use online maps you have to ask help from your ………………. teacher

a-social studies b- math c- art

7- You can find the digital maps online like ……………….

a- Google Maps b- Google Meet c- Google Drive

8- You can visit the museums directly or ……………….on the internet

a-direct b- digitally c- real

9- ………………. Helps you to watch the museums on your device

a- online museums b- online maps c- Alexandria Library

10- ………………. .And Bing are examples of search engines.

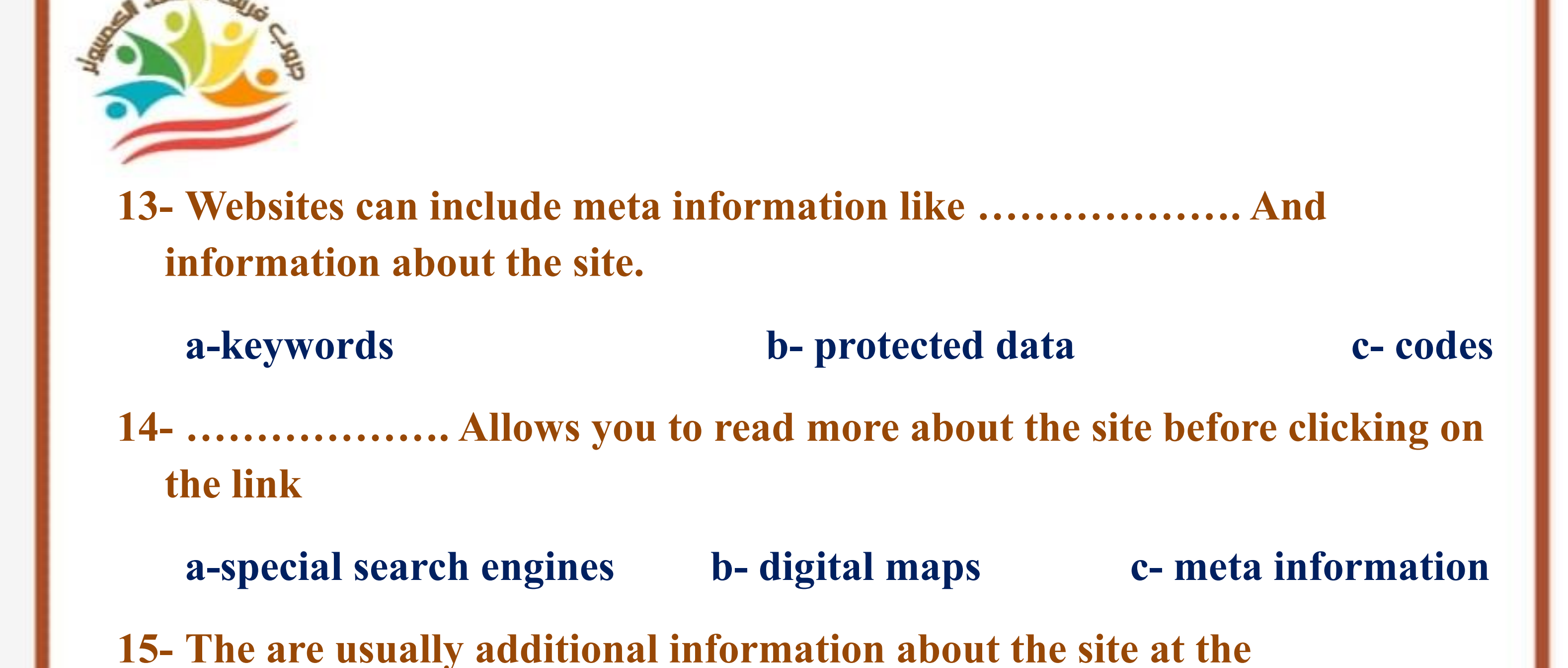
a-Google b- Microsoft c- WhatsApp

11- To get the required results for your search use the suitable ……….word

a-Random b- key c- different

12- Search engines are useful but it may lead you to ………………. pages

a-safe b- amazing c- unreliable



13- Websites can include meta information like ………………. And information about the site.

a-keywords b- protected data c- codes

14- ………………. Allows you to read more about the site before clicking on the link

a-special search engines b- digital maps c- meta information

15- The are usually additional information about the site at the ………………. Of the website

a-up b- bottom c- middle

16- Microsoft editor is one of the tools of Microsoft ……………….

a-edge b- 365 c- word

Lesson 8

Choosing between synchronous and asynchronous communication

Put (√) or (X)

1. Synchronous communication is a real-time communication between people ( )
2. On synchronous communication everyone interact and take information on different times using digital tools ( )
3. You cannot use video chats and live TV shows during synchronous communication ( )
4. Communication does not occur at the same time on asynchronous communication as it does not require an instant response ( )
5. From synchronous communication tools video chats and TV shows ( )
6. From asynchronous communication tools instant chat rooms and recorded videos ( )
7. Asynchronous communication is useful when you need an instant response ( )
8. Asynchronous communication is useful when you are writing about serious or complicated matters ( )

9 You must be polite when using both synchronous and asynchronous communication ( )

10 You must be patient and give others time before sending another message ( )

11 Helping others is not from the effective communication tips ( )

12 You must keep the information you got online and do not share it with others ( )

13 Messages are usually clear and there is not any misunderstanding may occur ( )

14 Read your message back to your self before sending it to check for potential misinterpretations ( )

15 To be a good digital citizen avoid using language that could be upsetting to recipient ( )

Choose the correct answer:

1- ………………. communication is a real-time communication between people

a- Synchronous b- Asynchronous c- Phone

2- Everyone interact and take in information ………………. Using digital tools

a-at the same time b- different time c- special times

3- Videochats and………………. TV shows are from the asynchronous communication tools



a-recorded b- live c- recorded

4- Asynchronous communication does not require ……………….

a-internet b- recorded video c- instant response

5- ………………. Is one of the asynchronous communication tools

a-Email b- instant chat rooms c- Live TV shows

6- ………………. Communication is preferable when you need an instant response.

a-Phone b- Asynchronous c- Synchronous

7- Asynchronous Communication is preferable when you write about …………… matters

a-simple b- easy c- complicated

8- Even if you are upset, ………………. Using language that could be upsetting to the recipient.

a-must b- avoid c- try

9- To be an effective digital citizen you must be ……………….

a-unamusing b- enjoyable c- patient

10- You must give your friend……………. Before sending another message

a-time b- money c- communication tools



11- To be a good digital citizen you must ………………. What you have learned and share what you know to help others

a-share b- prevent c- copy

12- To be a………………. citizen being helpful.

a-bad b- good c- unresponsible

13- It is ……………. For misunderstandings to occur when communication

a- good b- difficult c- easy

14- You must ……………. Your message back to your self before sending it

a-delete b- revise c- read

15- Your message must be………………. To avoid misunderstanding it

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3	Creative common search is a resource to find copyright-free information	(X)
4	Don't be wary of what you find because all the resources are verified and accurate	(X)
5	Online libraries such as EKB and ADL are an example of secured and accurate	(√)
6	Online Maps provide clear and accurate directions to the required places	(√)
7	You cannot use online maps to browse a street or a region	(X)
8	Any one can use online maps without the help of others	(X)
9	Online Museums are places to visit and don't contain any information	(X)
10	Online Museums include information about each museum	(√)
11	Google and Bing are examples of useful search engines	(√)
12	You may not get the required results even if you used the suitable keywords	(X)

13 Specialized search engines are very useful (X)

14 The website's Meta information include Keywords and information about the site and its content (√)

15 The results of the search are found below each link in the meta information for the site (√)

16 You can learn more about the site and this will help you read more about the site before clicking the link (√)

17 the copyright notice, logo, contact information are found at the bottom of the website (√)

18 You cannot decide if the site is reliable or not (X)

19 The Meta information don't help on analyzing results (X)

20 You have to make sure of the online maps with the help of your social studies teacher (√)

Choose the correct answer:

1- ………………. Is one of the online sources

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12- Search engines are useful but it may lead you to ………………. pages

a-safe b- amazing c- unreliable

13- Websites can include meta information like ………………. And information about the site.

a-keywords b- protected data c- codes

14- ………………. Allows you to read more about the site before clicking on the link

a-special search engines　　b- digital maps　　c- meta information

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Lesson 8

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Put (√) or (X)

1. Synchronous communication is a real-time communication between people (√)
2. On synchronous communication everyone interact and take information on different times using digital tools (X)
3. You cannot use video chats and live TV shows during synchronous communication (X)
4. Communication does not occur at the same time on asynchronous communication as it does not require an instant response (√)
5. From synchronous communication tools video chats and TV shows (√)

6	From asynchronous communication tools instant chat rooms and recorded videos	(X)
7	Asynchronous communication is useful when you need an instant response	(X)
8	Asynchronous communication is useful when you are writing about serious or complicated matters	(√)
9	You must be polite when using both synchronous and asynchronous communication	(√)
10	You must be patient and give others time before sending another message	(√)
11	Helping others is not from the effective communication tips	(√)
12	You must keep the information you got online and do not share it with others	(X)
13	Messages are usually clear and there is not any misunderstanding may occur	(X)
14	Read your message back to your self before sending it to check for potential misinterpretations	(√)
15	To be a good digital citizen avoid using language that could be upsetting to recipient	(√)

Choose the correct answer:

1- ……………….. communication is a real-time communication between people

a- Synchronous b- Asynchronous c- Phone

2- Everyone interact and take in information ………………. Using digital tools

a-at the same time b- different time c- special times

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a-recorded b- live c- recorded

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8- Even if you are upset, ………………. Using language that could be upsetting to the recipient.

a-must b- avoid c- try

9- To be an effective digital citizen you must be ……………….

a-unamusing b- enjoyable c- patient

10- You must give your friend……………. Before sending another message

a-time b- money c- communication tools



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a- good b- difficult c- easy

14- You must ……………. Your message back to your self before sending it

a-delete b- revise c- read

15- Your message must be………………. To avoid misunderstanding it

a-clear b- difficult c- random



Lesson 2 How digital devices work

Put (√) or (X)

1	This sign ⬇ indicates that programs have been downloaded and installed.	( )
2	It is not possible to download versions of Microsoft Office or Google Chrome from the Internet.	( )
3	A Windows computer is not required to install software from a computer.	( )
4	We can install software on a Windows computer without pressing the download button.	( )
5	Google play store is a store for different applications.	( )
6	Software should be updated regularly to help it work more efficiently.	( )
7	Updates are installed in most programs automatically.	( )
8	No major updates require you to restart your computer.	( )
9	The device issues a message telling you to restart your computer.	( )
10	In order for the updates to take place on the device, you must follow the steps below: Start button ➡ Start Settings ➡ Updates and security ➡ Windows update.	( )
11	The updates that you still need to update are located in the settings.	( )

12	The screen stops responding is a big issue that cannot be solved.	( )
13	You can resolve an unresponsive screen by holding down the Ctrl, Alt, and Del buttons and then using the task manager.	( )
14	One way to solve the issue is to hold down the power button for 30 seconds and then restart the device.	( )
15	Computers use the three-count system to store data more efficiently.	( )
16	Your understanding of binary doesn't help you solve a computer-related issue.	( )
17	The binary system uses the values 0 and 4 to represent numbers.	( )
18	Computers understand data through a binary electrical signal.	( )
19	An electrical signal of 1 means off and 0 means on.	( )
20	Software can be downloaded from unreliable sources as it does not affect the computer.	( )
21	Technology helps people perform their daily tasks	( )

Choose the correct answer:

1- Microsoft Office versions can be downloaded from ....

a. Internet　　b. Radio waves　　c. Windows

2- To install the software, the device must be running ....

a. Google Play　　b. Windows　　c. Blackberry

3- The download button must be pressed to ....

a- To install programs　　b- To delete programs　　c- To modify programs

4- .... is a store for different applications.

a- Google Drive　　b- Google Mate　　c- Google Store

5- Updating some .... requires restarting the device again.

a- Messages　　b- Major programs　　c- Photos

6- The computer tells you .... to restart it again.

a- picture b- a message c- a video

7- You can complete the updates on the device by following by clicking on .... and finishing by clicking on ....

A - Start - Windows Update b - Settings – Start c - Start - Update

8- You can check which software needs to be updated by clicking on .... then ....

a. Settings - Google Play b - Start - Social Media c - System - System Update

9- The issue of the screen not responding to Android devices can be solved by pressing ....

a - Alt button b - Power button for 30 seconds c - Task Manager

10- You can hold down the .... button for 30 seconds Solve the issue where the screen becomes unresponsive.

a. Power b. Start c. Refresh

11- Computers use a binary counting system that uses the values ....,........... to express numbers in it.

a-8-9 b- 0-1 c- 0-5

12- Computers understand data through .... binary.

a. Language b. Programs c. Applications

13. The electrical signal 0 means off and .... means on.

a.7 b.9 c.1

14- To ensure the security of an application, it must be installed from .... sources

a. Untrusted b. Trusted c. Known only

15. The counting system that a computer recognizes is the counting system...............

a – Triple b – Quadruple c - Binary



Lesson 4 Determining the needs for a digital project

Put (√) or (X)

1. The word processor program is one of Vodafone's programs. ( )
2. The Microsoft word program is used for some projects. ( )
3. The word processor program is the only production version of Microsoft 365. ( )
4. The Microsoft word program allows you to edit documents without modifying them. ( )
5. A group of people can edit the same document if an internet connection is available. ( )
6. If multiple users around the world edit and modify a document, the online editing feature must be installed. ( )
7. The Microsoft word program only allows local users to edit it, not users outside the country. ( )
8. To make some changes, click "Edit Document" ⟹ "Edit in Word for Web". ( )
9. You can save the images you create and then insert them into the document through Paint. ( )
10. Paint is used to send emails. ( )

11 Microsoft 365 programs can be used to implement and complete projects. ( )

12 Email can be used to send work to an individual or within a group. ( )

13 Email can be used to send work to an individual or within a group. ( )

14 The email can be written with a document, file, or image attached and sent to the desired person. ( )

15 Group members can safely open the email with a document or image attached without you telling them. ( )

16 Group members must understand their roles in the project before starting when assigning roles ( )

17 All individuals have the same strengths and personality traits. ( )

18 Images, text, and data are not necessary when assigning roles. ( )

19 Each member of the group should know the tools that will help them complete the project. ( )

20 Knowing what format to use to deliver information is not important when assigning roles. ( )

21 When assigning roles, the group must accept them and no one has the right to ask questions or discuss them. ( )

22 If you don't know the answer to some of the group's questions, you can ask your teacher or family for help. ( )

23 The Bakkar model from the Egyptian cartoon series is a role model for children. ( )

24 The Bakkar cartoon helps spread information about environmental issues affecting Egypt ( )

25 Individuals from television programs such as the National Geographic Channel presenters and others are role models. ( )

Choose the correct answer:

1-Microsoft 365 has several programs such as ....., ... Useful for project implementation.

a- Google b- Google Drive c- Word Processor

2- The microsoft word program allows you to work in groups if you have ....

a. Internet connection b. People connection c. TV connection

3- The .... processor program enables you to allows you to edit and modify documents.

a. Digital data b. Words c. Pictures

4- Users around the world can edit the same document if an internet connection is available by installing the .... feature

a. Delete applications b. Add programs c. Edit online

5- Click on Edit at .... Then edit in .... To make changes in Microsoft word.

a.Document - Word b- Pictures - Document c- Table – Word

6- The images you create can be saved and then inserted into a document through a program ....

a. Word b. Paint c. Excel

7- You can communicate with others by sending electronic messages through ....

a. Email b. Text messages c. Mailbox messages

8- Email allows you to attach .... or .... In the email message.

a - clothes b - anthropomorphized gift c - document - photo

9- Everyone in the group must understand .... in the project before starting when assigning roles.

a - their role b - the work of others c - everything about the project

10 - Everyone has .... that can benefit the group.

a.Strengths **b. Weaknesses** **c. Ability to help**

11. ...., text, data, etc. are some of the elements necessary to complete the project

a. Pictures **b. Tables** **c. Numbers**

12- Any questions from the group should be discussed to determine who .... to handle the appropriate parts of the project

a. Strong **b. Weak** **c . Suitable**

13- It is important to know the tools needed to accomplish each part of the project, the format to be used in ....

a. Delivering information **b. Discussing questions** **c. Identifying the right person**

14- If you don't know the answer to your group members' questions, you can ask .... or your family for help.

a. Anyone. **b. Your teacher.** **c. Any book.**

15- The character Bakkar from the Egyptian cartoon helps spread information about environmental issues affecting ....

a.Japan **b. Morocco** **c. Egypt**

16- A character................ is considered a role model for children in Egypt.

a. Bakkar **b. Cat and Mouse** **c. Ben Ten**

17. You can have a role model in your life such as ....

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18- You can take notes during discussions that make you a young explorer in the .... section

a- Let's learn by doing **b- Crime and theft** **c- Glass**

19. Role-playing makes work and project completion more ....

a - difficult **b - easy** **c - glitch**



Lesson 2 How digital devices work

Put (√) or (X)

1. This sign [download icon] indicates that programs have been downloaded and installed. (√)
2. It is not possible to download versions of Microsoft Office or Google Chrome from the Internet. (X)
3. A Windows computer is not required to install software from a computer. (X)
4. We can install software on a Windows computer without pressing the download button. (X)
5. Google play store is a store for different applications. (√)
6. Software should be updated regularly to help it work more efficiently. (√)
7. Updates are installed in most programs automatically. (√)
8. No major updates require you to restart your computer. (X)
9. The device issues a message telling you to restart your computer. (√)
10. In order for the updates to take place on the device, you must follow the steps below: Start button ➡ Start Settings ➡ Updates and security ➡ Windows update. (√)
11. The updates that you still need to update are located in the settings. (X)

12 The screen stops responding is a big issue that cannot be solved. (X)

13 You can resolve an unresponsive screen by holding down the Ctrl, Alt, and Del buttons and then using the task manager. (√)

14 One way to solve the issue is to hold down the power button for 30 seconds and then restart the device. (√)

15 Computers use the three-count system to store data more efficiently. (X)

16 Your understanding of binary doesn't help you solve a computer-related issue. (X)

17 The binary system uses the values 0 and 4 to represent numbers. (X)

18 Computers understand data through a binary electrical signal. (√)

19 An electrical signal of 1 means off and 0 means on. (X)

20 Software can be downloaded from unreliable sources as it does not affect the computer. (X)

21 Technology helps people perform their daily tasks (√)

Choose the correct answer:

1- Microsoft Office versions can be downloaded from ....

a. Internet b. Radio waves c. Windows

2- To install the software, the device must be running ....

a. Google Play b. Windows c. Blackberry

3- The download button must be pressed to ....

a- To install programs b- To delete programs c- To modify programs

4- .... is a store for different applications.

a- Google Drive b- Google Mate c- Google Store

5- Updating some .... requires restarting the device again.

a- Messages b- Major programs c- Photos

6- The computer tells you .... to restart it again.

a- picture b- a message c- a video

7- You can complete the updates on the device by following by clicking on .... and finishing by clicking on ....

A - Start - Windows Update b - Settings – Start c - Start - Update

8- You can check which software needs to be updated by clicking on .... then ....

a. Settings - Google Play b - Start - Social Media c - System - System Update

9- The issue of the screen not responding to Android devices can be solved by pressing ....

a - Alt button b - Power button for 30 seconds c - Task Manager

10- You can hold down the .... button for 30 seconds Solve the issue where the screen becomes unresponsive.

a. Power b. Start c. Refresh

11- Computers use a binary counting system that uses the values ....,........... to express numbers in it.

a-8-9 b- 0-1 c- 0-5

12- Computers understand data through .... binary.

a. Language b. Programs c. Applications

13. The electrical signal 0 means off and .... means on.

a.7 b.9 c.1

14- To ensure the security of an application, it must be installed from .... sources

a. Untrusted b. Trusted c. Known only

15. The counting system that a computer recognizes is the counting system...............

a – Triple b – Quadruple c - Binary



Lesson 4 Determining the needs for a digital project

Put (√) or (X)

1. The word processor program is one of Vodafone's programs. (X)
2. The Microsoft word program is used for some projects. (√)
3. The word processor program is the only production version of Microsoft 365. (X)
4. The Microsoft word program allows you to edit documents without modifying them. (X)
5. A group of people can edit the same document if an internet connection is available. (√)
6. If multiple users around the world edit and modify a document, the online editing feature must be installed. (√)
7. The Microsoft word program only allows local users to edit it, not users outside the country. (X)
8. To make some changes, click "Edit Document" ⟹ "Edit in Word for Web". (√)
9. You can save the images you create and then insert them into the document through Paint. (√)
10. Paint is used to send emails. (X)

11	Microsoft 365 programs can be used to implement and complete projects.	(√)
12	Email can be used to send work to an individual or within a group.	(√)
13	Email can be used to send work to an individual or within a group.	(√)
14	The email can be written with a document, file, or image attached and sent to the desired person.	(X)
15	Group members can safely open the email with a document or image attached without you telling them.	(√)
16	Group members must understand their roles in the project before starting when assigning roles	(X)
17	All individuals have the same strengths and personality traits.	(X)
18	Images, text, and data are not necessary when assigning roles.	(√)
19	Each member of the group should know the tools that will help them complete the project.	(X)
20	Knowing what format to use to deliver information is not important when assigning roles.	(√)
21	When assigning roles, the group must accept them and no one has the right to ask questions or discuss them.	(X)
22	If you don't know the answer to some of the group's questions, you can ask your teacher or family for help.	(√)
23	The Bakkar model from the Egyptian cartoon series is a role model for children.	(√)
24	The Bakkar cartoon helps spread information about environmental issues affecting Egypt	(√)
25	Individuals from television programs such as the National Geographic Channel presenters and others are role models.	(√)

Choose the correct answer:

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2- The microsoft word program allows you to work in groups if you have ....

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a- Let's learn by doing b- Crime and theft c- Glass

19. Role-playing makes work and project completion more ....

a - difficult b - easy c - glitch

Q1 Choose the correct Answer.

1- A creative common search is a resource to find .... materials
 a) Copyright- free
 b) Protected
 c) Digital

2- .... provide clear and accurate directions to the required places.
 a) Online libraries
 b) Online museums
 c) Online maps

3- .... allows you to read more about the site before clicking on the link.
 a) Online libraries
 b) Meta information
 c) Egyptian knowledge bank

4- .... are references sites that allow you to view museums digitally.
 a) Online libraries
 b) Online museums
 c) Online maps

5- We can use specialized search engines such as.........
 a) Bing
 b) Google chrome
 c) a and b





6- online libraries include ....
   a) encyclopedias
   b) dictionaries
   c) thesauruses
   d) all of them
7- online libraries such as .... have secure, verified information
   a) Alexandria library
   b) EKB
   c) Both a and b
8- .... communication needs instant response.
   a) Synchronous
   b) Asynchronous
   c) Both of them
9- .... communication does not occur in real time and doesn't require an instant response
   a) Synchronous
   b) Asynchronous
   c) Both of them
10- .... is an example of synchronous communication?
   a) Email
   b) Live Tv show.
   c) Recorded video.




11- When communicating online, your friend may have misunderstanding, so your message must be ....

a) Secret
b) Clear
c) Unreliable

12- One of the asynchronous communications is ....

a) Video chats
b) Instant chat rooms
c) Recorded videos
d) All of them

13- Dr Diego ponce de Leon develops the use of technology to build data systems related to ....

a) Renewable energy
b) Fossil fuels
c) Debris

14- Thermostat is used in refrigerators to measure the ....

a) Temperature
b) Energy
c) Humanity

15- Dr de Leon used .... to monitor the appliances

a) Sensors
b) Energy
c) Computers

16- To solve the problem of screen freezes, you can use the ....

a) Alt+Tab+Del
b) Alt+Ctrl+Del
c) Alt+Ctrl+Tab

17- In computer binary system, number 1 means ....

a) On
b) Off
c) Pass

18- To turn your device off, press and hold down the .... button

a) Power
b) Enter
c) Shift

19- Humans use the .... system to communicate using numbers.

a) Binary
b) Decimal
c) Octal

20- The .... system is called the base two system.

a) Binary
b) Decimal
c) Octal

21- It is recommended to download software from ....

a) Unreliable sources
b) Untrusted sources
c) Reliable sources
d) Unknown sources





22- When downloading a file from the internet, you will find it in ....

a) Recycle bin
b) Picture folder
c) Trash window
d) Downloads folder

23- Microsoft word can be edited by numerous users in different locations if there is an available ....

a) Keyboard
b) Printer
c) Internet connection

24- You can use .... to send your work to your colleagues

a) Microsoft word
b) Paint
c) Email

25- You can use .... to save images you create and insert them into your document.

a) Microsoft word
b) Paint
c) Email

26- Explorer ponce de Leon understands the importance of ....

a) Saving
b) Planning
c) Copying
d) Managing





27- .... is an efficient program to use when working on projects and it is used for writing and formatting texts

a) Microsoft word
b) Microsoft paint
c) Email
d) All of them

Question 2: Put true or False.

1- Online museums are wonderful reference sites that allow you to view museums digitally (   )
2- Online libraries sometimes include newspaper and messages (   )
3- General search engines are useful but may lead you to unreliable pages (   )
4- It is not necessary to use appropriate keywords in your research. (   )
5- Clicking on the links at the bottom of a website can help you decide if the site is reliable or not. (   )
6- Recorded videos are example of Asynchronous communication. (   )
7- Whenever you are communicating, you should respect the recipient's feelings (   )
8- Asynchronous communication refers to communication that does not occur in real time and does not require instant response ( )
9- It is easy to understand other people when communicating online. (   )

10- Raspberry pi 2B is a small, inexpensive computer ( )
11- Dr Diego used technology to increase energy waste ( )
12- We can store and move electricity from one place to another. ( )
13- Egypt uses data and information management systems. ( )
14- The electricity is used by air conditioner in the summer is less than in the winter ( )
15- It is recommended to update software programs on your computer. ( )
16- In android devices, to check for updates go to Facebook app then system update ( )
17- In windows operating system, some major updates require a start ( )
18- All online sources are safe to download programs ( )
19- The number 7 in the decimal is equivalent to 111 in the binary system ( )
20- The decimal system has a base number of (2) ( )
21- The binary numbers system is used to store data only on computer. ( )
22- You can't insert an image into a word document ( )
23- Assigning roles to the group member is crucial when starting a project. ( )
24- You cannot setup a word document to be edited by numerous users ( )
25- Assigning roles is based on the habits of each group member ( )
26- It is recommended to tell your group members that you are sending an attachment ( )

Question 3: Advanced level

1-Convert the number 24 to binary numbers system.

2-Convert 11111 to decimal numbers system.

Q1 Choose the correct Answer.

1- A creative common search is a resource to find .... materials

a) Copyright- free

b) Protected

c) Digital

2- .... provide clear and accurate directions to the required places.

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Question 2: Put true or False.

1- Online museums are wonderful reference sites that allow you to view museums digitally (T)
2- Online libraries sometimes include newspaper and messages (F)
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Question 3: Advanced level

1-Convert the number 24 to binary numbers system.

11000

2-Convert 11111 to decimal numbers system.

31





.... Administration	March Exam model 1	Grade 5
.... School	ICT	....
Student Name :		15

Question1: Put "true" or "false":-

1- Online sources are only reliable sources. ( )
2- The Egyptian Knowledge Bank displays content suitable for all ages. ( )
3- Asynchronous communication is real-time communication between people. ( )
4- There is no difference between direct face-to-face communication and communication via text messages. ( )
5- To solve the problem of the screen stopping responding in the Windows system, press and hold the Ctrl+Alt+Del buttons. ( )
6- Most programs, including versions of Microsoft and the Chrome browser, can be downloaded from the Internet. ( )
7- When you insert an image into your presentation, it must be unrelated to the topic. ( )

Question 2: Choose the correct answer from the following:

1- One of the most famous search engines on the Internet..................
a- Facebook b- Google c- Word

2- To view museums on your digital device, we use ....
a- Electronic museums b- Real museums c- Egyptian Knowledge Bank

3- Make sure to read your message to yourself before sending it. Could the recipient misinterpret it? This must be...
a- Patient b- Cooperative c- Clear

4- A video chat can be used to communicate via ....
a- Internet b- Mail c- Bluetooth

5- The computer tells you .... to restart it again
a- Picture b- Message c- Video

6- Programs must be programmed regularly to help them work efficiently.
a- Install b- Update c- Delete

7- You can save the images that you create and then insert them..
a- Microsoft Paint b- Zoom c- Email

8- Information can be shared and delivered through...
a- Email b- Registered c- Documents

.... Administration	March Exam model 1	Grade 5
.... School	ICT	....
Student Name :		15

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.... Administration	March Exam model 2	Grade 5
.... School	ICT	....
Student Name :		15

Question1: Put "true" or "false":-

1- Search engines can lead you to unreliable sources. ( )

2- The Egyptian Knowledge Bank contains sources that are not subject to copyright. ( )

3- Asynchronous communication occurs between people at the same time. ( )

4- It is preferable to be clear when communicating online. ( )

5- To solve the problem of the screen stopping on Android devices, press Ctrl + Alt + Del. ( )

6- To solve the problem of the screen stopping responding on Android devices, press the power button for 30 seconds. ( )

7- Programs such as Paint are used to create websites. ( )

Question 2: Choose the correct answer from the following:

1- Specialized search engines represented by ……………….

a- Gps b- Google c- Google Play

2- The ……………… website provides sources subject to copyright

a- Egyptian Knowledge Bank b- Computer c- Games

3- .... is one of the tools of synchronous communication.

a- Video chats b- Email c- Recorded video clips

4- You must be .... any time you communicate

a- Passionate b- Selfish c- Patient

5- One of the most famous official application stores for Android devices

a- App Store b- Google Play Store c- Both

6- Computers use the system .... represented by the two values 1.0" to express numbers.

a- Decimal b- Octal c- Binary

7- One of the main elements for completing the project is ....

a- Images b- Text and data c- All of the above

8- The .... application allows multiple users around the world to edit the same document via an Internet connection.

a- Paint b- Word c- Excel

………………………………. Administration	March Exam model 2	Grade 5
……………………………………. School	ICT	………………
Student Name : ………………………………………………………………		15

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March exam
Fifth grade – information and communication technology
The exam has 15 marks for each question, one mark

Question 1 Put the word (true) in front of the correct statement and the word (false) in front of the wrong statement:

1	Digital maps such as Google chrome can provide clear directions to the required places.	
2	Asynchronous communication is useful when you do not need an immediate response.	
3	Using technology to collect data is crucial in planning for the future	
4	Google Play stores is one of the most popular official app stores	
5	It is preferable that roles in projects be assigned randomly	

Question 2 Choose the correct answer from the following:

1 – .... helps you online to search for different media such as images and video.

A	ONLINE LIBRARIES	B	ONLINE MAPS	C	ONLINE MUSEUMS

2– the information under each link in a set of search results for a topic called

A	Advertisements	B	meta information	C	reviews

3– One of the digital tools for synchronous communication is .... which is during real time between people.

A	e-mail	B	recorded videos	C	instant chat rooms

4– When you send a message to a close friend, he needs time to respond, so you have to be ....

A	Polite	B	patient	C	Clear

5– .... is used to send information about appliances temperatures to the computer connected to it

A	Thermostat	B	Sensors	C	Bluetooth

6– Egypt has a data and information management system with the aim of .... to ensure the achievement of food security.

A	Increasing the agricultural land	B	Controlling floods	C	Reducing population increase

7– To open the task manager on the computer, press and hold the...... buttons together

A	Ctrl+shift+Del	B	Ctrl+Alt+Del	C	Enter+Alt+Del

8– In the electrical signals used by the computer to understand the data, the number .... means turning on.

A	0	B	1	C	2

9– Users from around the world can edit the same document if an internet connection is available via

A	Office 365	B	Skype	C	WhatsApp

10– Through ...., you can create and save images to be included in the document.

A	Word	B	Excel	C	Paint

Student name : ....
Class : ....

The exam includes:
Lessons (7-8) from the third theme
Lessons (1-4) from the fourth theme – there are no questions from the third lesson because it is enriching according to the official plan

إعداد جروب (كوكب بي سي – محمود ياسين)